

SCHEDULE “B”

Power, Duties and Functions of the MANAGER OF FINANCIAL SERVICES

Statutory

- (a) Receiving all money paid to the Municipality;
- (b) Ensuring the keeping of all funds and securities of the Municipality;
- (c) Expending and disbursing money in the manner authorized by Council;
- (d) Investing revenue funds, until required, in investments as permitted under the *Community Charter*;
- (e) Ensuring that accurate records and full accounts of the financial affairs of the Municipality are prepared, maintained and kept safe;
- (f) Compiling and supplying information on the financial affairs of the Municipality as required by the Inspector of Municipalities;

Human Resources

- (g) Recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Financial Services Department;
- (h) Supervise all employees in the Financial Services Department;

General Administration

- (i) Supervise the operation of the Financial Services Department of the Municipality;
- (j) Supervise implementation of Council directives and directives of the Chief Administrative Officer;
- (k) Act as a contact between the Financial Services Department and other departments, under the supervision of the Chief Administrative Officer;

Legal Advice and Proceedings

- (l) Supervise the obtaining of insurance as deemed necessary;

- (m) Supervise the provision of or management of insurance matters;
- (n) Prepare and arrange for filing of any documentation necessary under the *Financial Disclosure Act* or otherwise;

Council

- (o) Attend meetings of the Council and the Finance Committee, as required by the Chief Administrative Officer or Council;
- (p) Provide advice to the Chief Administrative Officer and Council regarding any matter of a financial nature;
- (q) Prepare budgets, as required under the *Municipal Act* and as requested by Council and the Chief Administrative Officer; and
- (r) Liaise with the Municipality's auditor in connection with the financial audit.